



City of Tempe

CLIMATE ACTION MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	592	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Sustainability Office	<i>Salary / Hourly Minimum:</i>	\$70,095
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$94,278
<i>Employee Group:</i>	UAEA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Environmental Quality Specialist
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

REPORTING RELATIONSHIPS

Receives general supervision from Sustainability Director or designated manager.

May exercise functional/technical direction over professional, technical and administrative staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of project coordination/management experience in urban sustainability initiatives for the public or private sector. Grant writing or experience with applying for grants is preferred. Experience in working with communities of color and working on racial equity and with indigenous concepts of resilience is preferred.
<i>Education:</i>	Bachelor's degree in Sustainability, Public Administration, Environmental Science or degree related to the core functions of this position. Master's degree is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize, and administer the activities and operations of the Office of Sustainability.

This position will drive the implementation for climate action and resilience in the City of Tempe. The manager will oversee the implementation of Tempe's Climate Action Plan, and the planning process and analysis required for Tempe Climate Action Plan 2021 Update. In order to deliver on investments in carbon reduction it is critical to have a professional that can implement pilot projects and carry out the community engagement and partnerships required to move the needle on community carbon

reduction. The position would focus on energy and transportation investments in the Climate Action Plan including smart mobility, electric vehicles, support on energy efficiency and renewable energy. The position to run both the Sustainability Commission concerning sustainability and resilience and TAVCO, concerning aviation and noise abatement. The Manager will be responsible for writing and managing the Sustainability Office's grants. The position will report directly to the Sustainability Director and be responsible for hiring and managing fellows and interns.

The Sustainability Program will reflect a balanced approach to building and sustaining a livable and inclusive community.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Organize and run the Office's Boards, Commissions (Sustainability and TAVCO), and relationship to the Sustainable and Livable Communities Council Committee; present to other city boards and commissions.
- Coordination of sustainability and climate action efforts across all city departments and offices.
- Engagement with residents, community organizations and business on climate action implementation and policy.
- Responsible for data management and annual reporting, including GHG emissions inventories, performance measures, LEED for Cities, CDP, ICLEI, Sustainable Cities Network and the Urban Sustainability Directors Network.
- Grants management, reporting and grant writing, including working with local organizations and universities.
- Regional resilience and climate justice implementation including working with local tribal governments, MAG, and community-based organizations.
- Oversee sustainability and climate policy; at regional, state and national level including work with NLC, USDN, Climate Mayors and the Sustainable Cities Network.
- Oversee noise abatement policy, including working with TAVCO, City of Phoenix, the FAA and concerned residents.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY
<i>Effective August 2021</i>